

Compliance Checklist for Congregations

Name of Church _____

Church location _____

- ___ 1. This Compliance Checklist is to be attached to a copy of the official minutes of the Vestry/Bishop's Committee meeting documenting the annual review of the Policies and Procedures Concerning Sexual Boundaries in the Episcopal Diocese of Iowa.
- ___ 2. A personnel file has been established for every lay person who works with or around children or youth. The personnel files are kept in a locked cabinet in the church where there is reasonable assurance of privacy. (Documentation for clergy is to be kept in their personnel file in the diocesan office.)
- ___ 3. A standard application has been completed and placed in the personnel file of each person who works with our around children or youth.
- ___ 4. A criminal records check has been completed and placed in the personnel file of each person who regularly works with or around children or youth.
- ___ 5. A sexual offender registry check has been completed and placed in the personnel file for each person who works with or around children or youth.
- ___ 6. An individual interview has been conducted with each person who works with or around children and youth and documented in their personnel file.
- ___ 7. Reference checks have been completed on each person working with or around children or youth and documented in their personnel file.
- ___ 8. A motor vehicle driving record check has been completed and placed in the personnel file of each person who may be transporting children or youth.
- ___ 9. All church personnel who work with or around children or youth have completed the required level of Safeguarding God's Children training. Documentation of completion of training has been placed in each person's personnel file.

Date

Signature of Person completing Checklist

Return Checklist to: Episcopal Diocese of Iowa, 225-37th Street, Des Moines IA 50312-4305